

## **Login To E-Grants**

## What is E-Grants?

E-Grants is a web-enabled system for K-12 education that supports the grant application process from allocation of funds and application for funding through payment accountability, reporting to the grantor and grant closeout for both state and federal grants. E-Grants is accessible to all Local Education Agencies (LEAs) and other subgrantees via the Internet without need for installing any special software or hardware.

## **Setup your E-Grants Account**

To request an E-Grants user account, please fill out the following forms, have them signed by the district's authorized representative and fax or mail them to OPI.

- E-Grant Account Request Form Request the OPI to create or delete district users. http://opi.mt.gov/PDF/ITProjects/EGrants/EGrant\_Account\_Request.pdf
- Security Coordinator Form Allows the district to assign a security coordinator. The
  role of the LEA Security Coordinator is to manage user accounts for the AIM and EGrants systems.

http://opi.mt.gov/PDF/ITProjects/SecurityCoordinator\_App.pdf

LEA Security Coordinators can become more familiar with this process by reviewing our E-Grants Security Coordinator Instructions. http://opi.mt.gov/PDF/ITProjects/EGrants/E-GrantsSecurityInstrV2.pdf

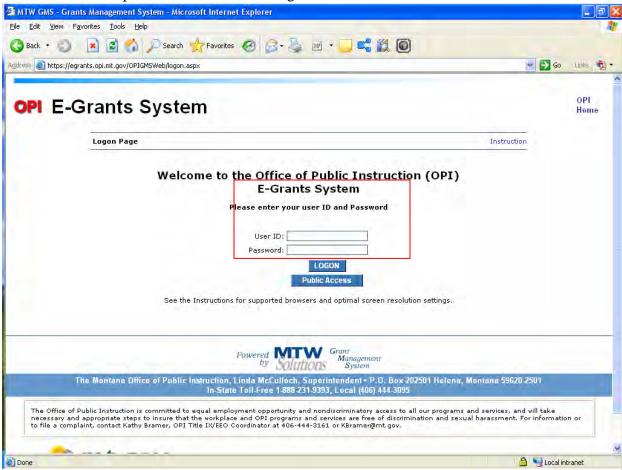
The district will be notified by OPI after an E-Grants account has been created. Once notification has been received, the LEA E-Grants Security Coordinator assigns security roles for the account.

• LEA E-Grants Security Form for Application Roles – Allows the Authorized Representative (AR) to assign roles for individuals accessing E-grants on behalf of the LEA. This form is for LEA use and must be kept on file for audit purposes. http://opi.mt.gov/PDF/ITProjects/EGrants/LEA Security Form.pdf



Page 1 of 3 Updated: 6/01/2007

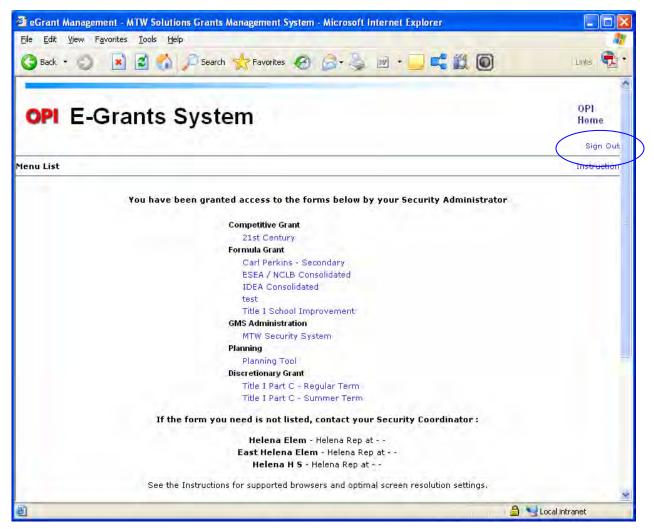
The E-Grants logon page is located on our web page at <a href="http://opi.mt.gov/ITProjects/E-Grants.html">http://opi.mt.gov/ITProjects/E-Grants.html</a> or by clicking on <a href="https://egrants.opi.mt.gov/OPIGMSWeb/logon.aspx">https://egrants.opi.mt.gov/OPIGMSWeb/logon.aspx</a>. Enter your E-Grants User ID, password and click on Logon.



Page 2 of 3 Updated: 6/01/2007

After successfully logging into E-Grants the OPI E-Grants System Menu List screen shown below will be displayed.

Clicking Sign Out (blue circle) will log you out of E-Grants.



Page 3 of 3 Updated: 6/01/2007